

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	MWR-10-2003
		募集締切日: Closing Date	22 Apr 03
		発行日: Date of Issue	10 Apr 03
<b>1.職種名 Job title ( 等級 Grade <u>4</u> / 語学等級 LAD <u>2</u> )</b>  Waiter/Waitress Foreman B, #2143  <input type="checkbox"/> 事務系 <input checked="" type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative    Blue Collar Trade    Security    Medical		募集人数 No. of Recruitment  <div style="text-align: center; font-size: 2em;">1 名</div>	<b>4.募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant  <b>5.雇用の種類 Type of Employment</b> <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( __ヵ月 Months )
<b>2.部隊 Activity</b> CFAY MWR Seaside All Hands Club (シーサイドクラブ) <b>勤務場所 Working Place:</b> 横須賀市 泊町 Tomari-cho, Yokosuka			
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> <input type="checkbox"/> 規則 Regular <input checked="" type="checkbox"/> 不規則 Irregular 勤務日 Work Days                      5 Days a week 勤務時間・Work Hours    1000-2200 hours ( 8 hours/day ) Recess: 1 hour <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties</b> Serve as head Waiter/Waitress. Discuss menu with supervisor, waits staff and familiarizes self with menu. Supervises all Waiter/Waitress in the setting of table services and serving of food and drink. Under manager's guidance scheduling of all Waiter/Waitress and train them. Performs other related or incidental duties as assigned.			
<b>7.資格要件/身体条件 Qualification/Physical Requirements</b> a. One year of specialized experience in the same line of work. b. Knowledge of customer service concepts and practices. c. Ability to speak, read and write English at an average proficiency level (LAD 2). d. Ability to motivate, train and work effectively with subordinate employees. *Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <a href="http://hro.cnj.navy.mil">http://hro.cnj.navy.mil</a> * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnj.navy.mil">http://hro.cnj.navy.mil</a> *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Copy of English Proficiency Certificate <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		Works irregular schedule.  Stands and walks long period of time.
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署/担当者 Office CFAY MWR 人事課 Personnel (C 6045) 担当 横田 Ms YOKOTA ☎046-821-1911 (Extension/内線 243-3201) 受付時間 0900-1600	〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-821-1911 (内線/Extension) 243-8153	PD No.:CFAY-617-022 PD is accurate and current. Certified by Activity: kh HRO at 4/10so4/10

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.  
 提出された応募書類はお返ししません Submitted applications will not be returned.